

| Community College | Program Name | Occupation Description ² | Job Outlook ¹ | | |
|--------------------|------------------------------|--|---|---|--------------------------------------|
| | | | Current Number of People Employed in Profession | Average Number of Job Openings per Year | Median Hourly Wage 2005 ³ |
| <u>Schoolcraft</u> | Child Development (CDA) | <u>Day Care Workers</u> (Bus Monitor) Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Exclude "Preschool Teachers" (25-2011) and "Teacher Assistants" (25-9041). Illustrative Examples: Baby Sitter; Governess; Nanny | 36511 | 1501 | \$9.09 |
| | | <u>Paraprofessionals</u> (Teacher Aide) Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Illustrative Examples: Examination Proctor; Paper Grader; Paraprofessional Teacher Aide | 43860 | 1097 | N/A |
| | Medical Office Transcription | <u>Medical Records and Health Information Technicians</u> (Medical Records Librarian) Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards. Illustrative Examples: Disability Rater; Medical Records Specialist; Medical Library Historian | 5363 | 139 | \$13.47 |
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| Medical Biller/Receptionist | <u>Medical Secretaries</u> Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. Illustrative Examples: Psychiatric Secretary; Dental Secretary | 14229 | 248 | \$13.52 |
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| Pharmacy Technician | <u>Pharmacy Technicians</u> Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications. | 8818 | 247 | \$12.03 |
| | <u>Pharmacy Aides</u> Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filling. Illustrative Examples: Dispensary Attendant; Prescription Clerk | 2855 | 95 | \$8.93 |
| Phlebotomy | <u>Health Diagnosing and Treating Practitioners, All Other</u> All health diagnosing and treating practitioners not listed separately. Illustrative Examples: Acupuncturist; Homeopathic Doctor; Hypnotherapist | 3230 | 113 | \$28.57 |
| | <u>Lab Technician</u> Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist. Illustrative Examples: Blood Bank Technician; Cytotechnician; Serology Technician | 4334 | 161 | \$13.18 |
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|--------------------------|--|-------|------|---------|
| Nursing Assistant | <u>Nursing Aides, Orderlies, and Attendants</u> (Hospital Aide) Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens. Exclude "Home Health Aides" (31-1011) and "Psychiatric Aides" (31-1013). Illustrative Examples: Certified Nursing Assistant; Infirmary Attendant | 50949 | 1074 | \$11.30 |
| Office Specialist | <u>Executive Secretaries and Administrative Assistants</u> Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Exclude "Secretaries" (43-6012 through 43-6014). Illustrative Example: Administrative Aide | 39448 | 694 | \$18.08 |
| | <u>Secretaries, Except Legal, Medical, and Executive</u> Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Exclude legal, medical, or executive secretaries and administrative assistants (43-6011 through 43-6013). Illustrative Examples: Personal Secretary; Office Secretary; Receptionist Secretary | 60082 | 1046 | \$13.64 |

1. The average wages and demand for the listed occupations are estimates and will vary by industry, geography, and a candidates skills and experience.
2. The occupations listed are not intended to be all inclusive but are meant to represent a sampling of the fields that the short term training programs would prepare an individual to enter. Individual employers may require, at their discretion, additional training, experience or skills as a requirement for employment.
3. Median hourly wage represents the rate of pay per hour at which half of those working in the profession made more than the amount noted and half made less in calendar year 2005. It is not the average pay per hour.

For information on admittance or career counseling, please contact the community college's Admissions Office or Student Services Office.